

# City of Hagerstown, Maryland Status & Information Report No. 43 for 2012

November 2, 2012

To Mayor Bruchey and Members of the City Council:

## UPCOMING MEETINGS

NOVEMBER 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 No M&C Meeting GENERAL ELECTION	7	8	9	10
11 11am Veterans Day Wreath Laying Ceremony @ Washington County Courthouse	12 <b>HOLIDAY</b> City Offices Closed	13 4pm Work Session	14	15	16	17
18	19 5-6:30 pm Public Square Tree Lighting Event  7pm Hollyfest @ MD Theatre	20 7 pm Regular Session	21	22 <b>HOLIDAY</b> City Offices Closed	23 <b>HOLIDAY</b> City Offices Closed	24
25	26	27	28	29	30 7pm City Park Lighting	

## DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

### BUSINESS & COMMUNITY RELATIONS DIVISION

1. **Spooky Sprint:** Washington County Recreation, City of Hagerstown and the Alsatia Club teamed up to put on the 1st Spooky Sprint on Saturday October, 27 at 5 p.m. 84 people ran the race.
2. **Alsatia Mummies Parade:** The 87th Alsatia Mummies Parade was held this year. The traditional autumn evening event featured floats, bands costumed mummies and more.
3. **Faire off the Square:** A Holiday Faire off the Square will be held on Monday, November 19 from 4-8 p.m.
4. **City Center Ghost Tours:** Approximately 100 individuals took hayride tour at or a walking at City Center Ghost Tours last week. It was a big success. We had riders as far away as New Jersey. It was a haunting good time.

5. **Hagerstown Gridiron Championship Classic:** The Hagerstown Gridiron Championship Classic is being held on November 2, 2012 at 7:00 PM. This is the 56th time the teams have met, and Mayor Robert E. Bruchey will present the trophy to the winning team. The City has sponsored back page ads, television ads and helped to secure the sponsors for the MVP scholarships. These scholarships are being sponsored by Bulldog Federal Credit Union and the Kiwanis Club.
  
6. **Holiday Time . . . in the City:** Staff are securing holiday rope lighting and decorations for the Public Square tree. Also, a new display item for City Park is being created and plans for the holiday events are being finalized.
  
7. **Hollyfest/Tree Lighting/City Park Lighting:** The Annual Hollyfest and Tree Lighting will be held on Monday, November 19. City Park Lighting will be held on Friday, November 30.
  
8. **Western Maryland Blues Fest:** A search is now on for the 2013 Western Maryland Blues Fest artist. The deadline for submissions is November 16, 2012.
  
9. **Some of this Week's Headlines and Media Releases:**
  - Reminder: Change Your Clocks, Change Your Batteries
  - Latest Multi-Use Sports and Events Center Rendering
  
  - Advisory: Trick or Treat Will Run as Scheduled on Wednesday
  
  - Preparation Pays Off for City of Hagerstown During Sandy
  
  - Reminder: Trash & Recycling Collection Delayed
  
  - Hurricane Sandy Update: Non-Emergency Numbers for Citizens, Trash & Recycling Collection Delayed
  
  - Residents Encouraged to Make Preparations Ahead of Hurricane Sandy
  
  - Traffic Advisory: Prospect/Antietam Streets
  
10. **Channel 25:**  
 Watch the City Newsroom at the top of every hour. This week's news stories include:
  - North vs. South: Gridiron Championship Classic
  
  - Fresh, Local Ingredients Create Unique Dining at 28 South
  
  - October 9<sup>th</sup> Public Forum Video Presentation
 Also airing at select times:
  - Public Information Meeting from 10/9:
    - Monday, Tuesday, Wednesday at 7:00 p.m.
    - Saturday at noon and 7:00 p.m.
  
  - Public Comments from 9/25 Regular Session:
    - Sunday, Monday at 6:00 p.m.
  
  - "Divided Valor: Hagerstonians in the Civil War":
    - Daily at 3:00 p.m.
  
11. **Websites:**
  - Throughout this week, we gained 40 new Facebook "fans"! We attribute this to constant communication and updated information to our citizens about Hurricane Sandy, both in preparation for and in the time following the storm. Some of our posts had as many as 20 shares, and they were seen by over 1,000 people. All information that was available on Facebook was also made available on the City's website.  
<http://www.facebook.com/CityofHagerstown>
  
  - We're now on YouTube! Subscribe to "CityofHagerstown" for the latest video updates!  
<http://www.youtube.com/user/CityofHagerstown?feature=watch>

- The activity on the City's webpage drastically increased with Sandy's approach. Our "News Flash" module is where our updates about the storm were posted, and as demonstrated in the figures below, there were significantly more visitors to that area of the website. The increase in views of the City's calendar can most likely be attributed to citizens checking for updates on city-wide Trick-or-Treat.
- Website analytics highlights for [www.hagerstownmd.org](http://www.hagerstownmd.org) for October 25 - November 1:
  - 9,633 users visited the site and viewed nearly 29,000, viewing approximately three different pages per visit.
- Just over 50% of users accessed the website through a search on Google. About 20% of users visited the site directly, while the remainder used various other search engines.
- Top entrances (the first page of our website that users accessed):
  - ▶ Home page 8,675 users 38% increase
  - ▶ News Flash 217 users 471% increase
  - ▶ Jobs page 224 users
- Top page views:
  - ▶ Homepage 8,870 visits 38% increase
  - ▶ News Flash 3,187 visits 553% increase
  - ▶ Calendar 1,501 visits 78% increase

**PLANNING & CODE ADMINISTRATION DIVISION**

1. **Zoning Certificates Issued For New Businesses:**

- 117 Summit Avenue - Bustin' Boards - skateboard assembly and distribution center

2. **Historic District Commission:** The HDC considered the following cases on October 25:

- 1018 Hamilton Boulevard - Courtney Ross, et al - approved replacement windows.
- 37 South Potomac Street - John and Shelly McKee - approved replacement windows.
- 140 South Potomac Street - J & D Solutions/Potomac Construction - approved replacement windows and doors.

3. **Planning Commission:** The Planning Commission conducted a public review meeting on October 31 for a text amendment proposal to change the definition of "minor subdivision" from five lots to seven lots. There was no opposition to the proposed text amendment.

4. **Weekly Activity Report:** October 22-26, 2012

<b>PERMITS</b>								
<b>TYPE</b>	<b>NUMBER OF NEW APPLICATIONS</b>							<b>NUMBER ISSUED</b>
Building	9	Residential -	4	Commercial -	2	Other -	3	21
Electrical	15	Residential -	7	Commercial -	7	Other -	1	15
Plumbing	20	Residential -	15	Commercial -	4	Other -	1	20
Mechanical	17	Residential -	3	Commercial -	2	Other -	12	17
Engineering Dept.	1							1
<b>TOTAL</b>	<b>62</b>		<b>29</b>		<b>15</b>		<b>17</b>	<b>74</b>

<b>Est. Value of Issued Building Permit Projects:</b>		<b>Fiscal Year Totals:</b>
Residential	\$ 54,658.00	\$ 2,639,718.00
Commercial	\$ 9,280.00	\$ 21,068,775.00
Apartment	\$ 445,000.00	\$ 966,083.00
Sign	\$ 10,543.00	\$ 112,653.00
<b>TOTAL</b>	<b>\$ 519,481.00</b>	<b>\$ 24,787,229.00</b>

Kitchen and adjacent room renovations at Frederick Manor Apartments (10 buildings) - \$409,400

#### RENTAL LICENSES

<u>NUMBER</u>	<u>FACILITIES</u>	<u>UNITS</u>
Registrations Received	6	12
New Applications Issued	3	3
Total Registered Since 6/1/12	2929	8166
% of Those Invoiced	93.8	95.2

**Notes:** The 2012-2013 rental license renewals for 8561 units in 3112 facilities were mailed on June 1, 2012. This represents the percentage of those applications returned as of 10/26/12.

#### **PAYMENT**

Total Payments Received	\$ 600
Adjustments	\$ 100

#### INSPECTIONS

<u>TYPE</u>	<u>NUMBER CONDUCTED</u>
Building	41
Electrical	35
Plumbing	17
Mechanical	14
Safety	20
Neighborhood Vitality	84
Quality of Life	13
Preventive Maintenance	1
Planning & Zoning	

**Notes:** Please note that exterior inspections of properties registered in the rental licensing program are NOT included in this total.

#### **INSPECTIONS KEY:**

##### **Categories of Conditions**

Safety	Conditions which are or reasonably present a hazard to occupant or public. Example: No smoke alarms, improper wiring, handrails
Neighborhood Vitality	Conditions which cause or tend to cause diminution to property Example: Weeds, trash, debris, junk vehicles, deterioration of a structure.
Quality of Life	Conditions which negatively impact occupants. Example: Damaged surfaces, damages elements, missing screens
Preventive Maintenance	Conditions which are technical violations and need addressed to prevent deterioration. Example: Mortar deterioration, clogged gutters, minor rotting wood
Planning & Zoning	Conditions which violate Land Management Code requirements (zoning, forest conservation, floodplain, historic district and other requirements) and progress inspections of development projects for site plan compliance.

Examples: Uses not permitted in property's zone, construction of new facilities, follow up inspections on open violations.

## PARKS & ENGINEERING

1. **Program Open Space** We received notice from Jim Sterling, Director of Washington County Parks, Recreation & Facilities, that applications for POS funding are now being accepted for FY 2014.

We plan to submit the following projects:

- Potterfield Pool Amenities (for wading pool) - \$49,500
- Potterfield Pool Shade Canopy (for concession area) - \$13,500
- Dog Park Amenities (for new dog park) - \$22,500
- City Park Pavilion (for north end of lake) - \$22,500
- Kiwanis Park Pavilion - \$22,500
- Pangborn Park Gazebo (near the gardens) - \$10,800
- Staley Park Pavilion (near existing pavilion) - \$22,500

Staff will be present at the Mayor & Council workshop on November 13 to discuss and/or answer questions.

2. **Memorial Park** We are removing the existing blacktopped parking lot and started constructing a new "Memorial Park" sign.
3. **End of Park Season** We continue to close down and winterize our facilities. With soccer winding down, Fairgrounds Park will be closed down and winterized after November 19<sup>th</sup>. We are also busy cleaning up leaves in all our parks and playgrounds.

## POLICE DEPARTMENT

1. **STATS**

Calls for Service:	1,487	CDS Arrest:	0
Criminal Arrest/Warrants:	24	DUI Arrests:	3
Moving Violations:	15	Search Warrants Executed:	2
Safety Repair Orders:	2	Field Interviews:	20
Warnings:	9	Parking Tickets:	17

### REPORTS

- **10/19/12:** Officer Wert responded to South Prospect Street for a burglary in progress and a male attempting to kick in the door. Officer Wert ran to the rear of the residence and ordered the suspect to drop the knife. Officer Wert followed and assisted with the apprehension of the suspect. The knife was recovered and placed into evidence. Additional officers arrived on scene and spoke with the caller. The caller advised she received a call from a relative who lives on Walnut Street. She stated her house had been broken into as well. Officers responded to the Walnut Street address and spoke with that victim. She stated that a male with a cane had entered her residence and engaged conversation with her. She ordered him to leave and he exited through a rear door. She was transported to the suspect's location and was able to positively identify the handcuffed male as the male that broke into her home. Officer Wert was able to relate this case to other burglarized properties on South Prospect Street and in the neighborhood. The suspect will be charged with three separate burglaries.

- **10/28/12:** Hagerstown Department of Police was dispatched to 817 Main Avenue for several individuals fighting in the street. When officers arrived they located a male and female stab victim. The male and female were subsequently transported to Meritus Medical Center for treatment. Their injuries were determined to be non-life threatening. During the course of the investigation, detectives learned of a Halloween party that the victims and suspect had attended at 817 Main Avenue. When the party was over and everyone was leaving, the suspect and the male victim had a verbal argument that turned physical outside the residence. During the physical altercation, the suspect was said to have brandished a knife and stabbed the male victim in the head. The female victim, who tried to intervene, was likewise said to have been stabbed by the suspect. A knife was recovered. The suspect has been arrested and charged with two counts of first degree assault, two counts of second degree assault, and two counts of reckless endangerment
- **11/01/12:** Officers were dispatched to the rear of 220 Hager Street for a shots fired call. A concerned citizen who made the call advised the suspects were in his back yard and stated that he saw a black male wearing a fur hat, a black male in a red shirt, and a white male handing around a handgun. Upon arrival the officers heard a gunshot that sounded close, but a little muffled. Officer Wert heard what appeared to be the rattling of a chain link fence and entered the yard from the north. Due to quick police response, three suspects were apprehended in the area. A backpack containing a handgun was located as well. The backpack was transported back to HPD and detectives took possession of the property. All officers involved advised that citizen safety was top priority during the entire incident.

## PUBLIC WORKS

1. **Christmas Decorations:** Work will begin on Christmas decorations the week of October 29<sup>th</sup>. Holiday banners and pole wraps will be the first items up in the downtown. Decorations need to be complete by Holly Fest on Monday, November 19<sup>th</sup>.
2. **Bulk Trash – Now Accepting Credit Cards:** Public Works can now accept VISA, MasterCard, American Express or Discover cards to pay for bulk trash. Since the beginning of the bulk trash service, only cash, check or money orders were accepted. The new service provides another option for customers and reduces the staff's handling of cash. Staff has already received several credit card payments since the installation of the equipment one month ago. The payments can be processed in person or by phone with our staff. Online payment is currently not available but staff is working to have this available in the near future.
3. **HR Remodel Update:** Walls have been patched and painting has begun in the offices. New flooring is scheduled to be installed Nov. 1<sup>st</sup> and 2<sup>nd</sup>. Work should be completed by Nov. 9<sup>th</sup> with the Human Resources staff moving back into the space shortly thereafter.
4. **Hurricane Sandy:** Public Works staff moved to 12 hour shifts in preparation for Hurricane Sandy. Fortunately, very few issues occurred with this storm. One tree fell along Wesel Blvd. only partially blocking the road. Crews quickly cleared the road for traffic. By Wednesday, Oct. 31<sup>st</sup>, staffing was back to normal. Memorial Boulevard never had to be closed. While up to six inches of rain fell during the storm period, the constant rain never overran the drainage system.

## UTILITIES DEPARTMENT

### ELECTRIC DIVISION

1. **Problem Areas.** Recent call-outs included:
 

Tues. 10/23	-	Various locations- (reconnections for non-payment). Time Out: 16.0-17.0
	-	Various locations- (reconnections for non-payment). Time Out: 17.6-18.2
Wed. 10/24	-	Various locations- (reconnections for non-payment). Time Out: 16.0-16.9

- Street Light Patrol - in preparation for Mummer's Parade festivities. Time Out: 18.7-20.9
- Thur. 10/25 - Various locations- (reconnections for non-payment). Time Out: 19.2-19.6
- Various locations- (reconnections for non-payment). Time Out: 16.0-16.2
- Sat. 10/27 - 815 Washington Avenue- total outage; bird caused transformer fuse to operate; (1) 20T fuse replaced to restore power. Time Out: 16.8-17.5
- Wilson Blvd & South Potomac Street- total outage; lineman found problem to be traffic signal lights and Signal Department was notified for repairs. Time Out: 19.6-19.8
- Wed. 10/31 - Various locations- (reconnections for non-payment). Time Out: 19.0-19.8

2. **Distribution** Recent activity included:

- Metering Department received no high bill complaints this week.
- Line crews have started annual feeder inspections for Wesel Substation.
- Line crews continue trimming trees in various residential locations.
- Line crews have been assisting the Engineering Department with re-vamping and other maintenance related to the Carroll Heights project.
- Line crews performed various service upgrades and meter installations.
- Continued with pole inspections and re-tagging throughout the City.

Lamps Replaced	New Fixtures Added	Changeouts	Fixtures Removed
8	0	2	0

3. **Engineering** Staff worked on the following projects:

- The Engineering Staff devoted most of its time to duties involving Hurricane Sandy which included managing outages during the storm using HLD's digital GIS model, coordinating repair activities and delivering supplies to line crews. Engineering staff also assumed duties of the distribution staff while they were away assisting Potomac Edison with repairs to their electrical system.

4. **Administration:**

- Our tree trimming and feeder maintenance proved to be effective during Hurricane Sandy as we experienced minimal outages in our area. We currently have three crews assisting Potomac Edison with restoration efforts in the surrounding area.

**WASTEWATER DIVISION**

**Wastewater Treatment Plant at Frederick Street**

Date	Flow (mgd)	Rainfall (inches)
Wednesday, October 24, 2012	5.59	0.00
Thursday, October 25, 2012	5.56	0.00
Friday, October 26, 2012	5.41	0.00
Saturday, October 27, 2012	5.25	0.00
Sunday, October 28, 2012	8.67	0.22
Monday, October 29, 2012	15.59	4.41
Tuesday, October 30, 2012	26.35	0.92
Weekly Average/Total	7.05	5.55
Monthly Average/Total	10.34	7.57

**Projects:**

**Preparing for Hurricane Sandy.**

- Monday 10/29/2012 the plant experienced higher flows due to Sandy but had no major issues. On Tuesday 10/30/2012 the plant experienced extreme flows, staying at about 30 MGD most of the day with 4.41 inches of rain. At about 7:30 am the plant experienced a momentary power interruption that shut down portions of the plant requiring staff to manually reset equipment. At about 1:20 pm we experienced a second momentary power interruption. Once again portions of the plant were shut down requiring staff to manually reset equipment. Due to the higher than normal solids concentrations being pumped to the final filters we were challenged with keeping the filter units in service, therefore a portion of the flow was automatically bypassed around the effluent filters via the bypass channel and sent straight to disinfection. The filters remained at a reduced rate of service until Wednesday morning. Through the entire event we managed to pass all flow through the treatment plant with no need to blend any untreated flows.

**Miscellaneous:**

- Still having problems getting flow from both primary clarifiers to the sludge thickener. This issue is not related to the high flows received during the storm.

**Wastewater Collection System**

Activity	Districts	L. F. main	Feet of lateral	# Inspected
Flushing	7	9,205		
Point Repairs		# of Repairs	Reason	V.F. of Repairs
Main & Lateral	5	2	Broken pipe	16

**Collection System Maintenance Task**

- Cleaned lines in district 7.
- Installed flow meters in manhole 07200 and 12002.
- Installed new battery at station 21.

**Collection System Maintenance Task continued:**

- Cleaned floats at stations 4, 5, 9 and 21.
- Downloaded flow data at Newgate interceptor.
- Grinder pump call at 11103 Parkwood Drive (possible tube leak).
- Inspected grinders on Plumwood Circle, Plumwood Drive, and Palmwood Circle; Units at 11003 and 11005 Palmwood Circle have no access available due to boxwood hedges planted in immediate area around unit; Unit at 11008 Palmwood needs heavy trimming and the one at 11029 needs surrounding shrubs trimmed. Notification letters should be sent to property owners.
- Monitored flow and swapped #2 soft start at station 8.
- Downloaded 563, entered cleaning data, cleaned shop lights and broke down pressure washer pump.
- Topped off generator fuel at stations 3, 4, 5, 6, 8, 12, 19, 21, 22, 23, and 27.
- Generator running at station 17.

**Administration**

Wastewater Division – Customer Call Log Summary 2012							
Type	Blockages	Grinder Pumps	Odor Complaints	Flushing	WW Pump Station	Other	Totals
Weekly	2	2	0	0	0	1	5
YTD	55	52	19	8	10	59	203

\* Other - consist of calls that maybe directed to other City Departments or the County Department of Water Quality

**Engineering:**

- Staff met with a residential contractor for assessment of site production backfill relative to Utilities Department Standards and Specifications.
- Staff met with a commercial landlord regarding existing wastewater facilities and options for future service.

**Wastewater Laboratory:**

- Lab personnel completed sampling throughout the plant treatment train for the local limits study. Gannett Fleming's contract lab collected the last samples Saturday morning.
- The new Lachat equipment has arrived and will be set up and tested next Wednesday by our Lachat Representative.
- High flows through the plant due to Sandy made process and regulatory testing challenging. No results were out of the ordinary considering the conditions.

<b><u>WATER DIVISON</u></b>
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**Plant Flows - System Demand (MGD)**

Date	<u>Willson</u>	<u>Breichner</u>	<u>Total</u>
10/25/12	11.32		11.32
10/26/12	11.05		11.05
10/27/12	10.84		10.84
10/28/12	11.12		11.12
10/29/12	11.19		11.19
10/30/12	10.95		10.95
10/31/12	11.46		11.46
Average			11.13

**Water Production at RC Willson**

*- Operations*

- Completing routine PMs
- Implementing flood SOPs

*- Maintenance*

- R C Willson – Performing routine PMs
- R C Willson – Flood Preparation

*- Instrumentation*

- R C Willson – Storm preparations and repair

**Water Production at Breichner**

- The Edgemont Reservoir is currently full; the bypass and the hydrant are open.

**Water Distribution**

- Distribution crews are working throughout the system performing customer service as needed and are working on the testing and repair of large meters. Work is ongoing on South Prospect Street and we are working on meter exchanges throughout the system. Crews and staff have been working through the preparation for the storm.

**Laboratory**

- An odor test was performed on the Potomac and the finished water. An earthy-musty odor is strongly present in the Potomac due to leaves. The odor, though greatly reduced in the finished water, is still present. As the flushing of the river from the storm completes the odor will greatly diminish.
- Process and regulatory testing on the Potomac supply was routine.

**Engineering**

<u>Reviews:</u>	<u>City</u>	<u>County</u>
Site Plan		2
Preliminary Plat		1
Replat		2
Grading Plan		1
Building Permit	8	2

- Staff met with a residential contractor for assessment and sampling of site production backfill to verify compliance with Utilities Department Standards and Specifications.
- Staff completed flow testing in Zone 15.

Respectfully submitted,



Bruce Zimmerman  
City Administrator